Payment Processing – Employees (For Foreign Individuals)

Presented by:
Heather Kira-Hoeke and Steven Truong
Payroll Services
Today’s Agenda

Overview of Basic Principles
- Immigration
- I-9
- Residency
- Classifying & Sourcing Payments
- Tax Withholding

Employment

Misc. Situations
Immigration Overview

The type of visa necessary is defined by immigration law, and relates to the purpose of the traveler. The purpose of the visit determines the visa status.

The visa status confers immigration status, work authorization, and relates to the time period that the alien may remain in the U.S.

The purpose and visa status determines what type of employment UCLA should offer.
Eligibility for Payment*

<table>
<thead>
<tr>
<th>Aliens authorized to work based on Status</th>
<th>Employer Specific</th>
<th>Must Have EAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Residents</td>
<td>F1**, J1**, H1, O1, P1, TN</td>
<td>A’s, E1-3, G-4, J2, K1-K4, L2, N8, N9, T1, U1, V1-V3</td>
</tr>
<tr>
<td>Refugees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asylees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Must meet evidentiary rules of I-9 Form

** Instances where individual can work for another employer:

F1 Student visa holder on OPT and presents EAD (I-688 & I-766)

J1 (DS-2019) Visa holder who have been granted permission from sponsor (teaching/ professor/ researcher)
<table>
<thead>
<tr>
<th>VISA TYPE/STATUS</th>
<th>ONLINE CODE</th>
<th>CLASSIFICATION</th>
<th>DOCUMENTATION For EDB Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1, A-2</td>
<td>A1, A2</td>
<td>Spouse or unmarried dependent of staff of foreign embassy</td>
<td>I-94, EAD, letter from the State Dept.</td>
</tr>
<tr>
<td>E-1, E-2, E-3</td>
<td>E1, E2, E3</td>
<td>E1, - Treaty Trader, spouse and children E2, - Treaty Investor, spouse and children E3, - Principal visa holder and dependents from Australia</td>
<td>I-94 &amp; EAD</td>
</tr>
<tr>
<td>F-1</td>
<td>F1</td>
<td>UCLA Student *CPT *OPT</td>
<td>I-94 &amp; I-20 I-94 &amp; I-20 with 3rd page EAD Card</td>
</tr>
<tr>
<td>F-1</td>
<td>F1</td>
<td>Non-UCLA Student *OPT</td>
<td>I-94, I-20 &amp; EAD EAD Card</td>
</tr>
<tr>
<td>H-1, H-2, H-3</td>
<td>H1, H2, H3</td>
<td>Temporary Worker or Trainee</td>
<td>I-94 &amp; Notice of Action. Petitioner = UCLA*</td>
</tr>
<tr>
<td>J-1</td>
<td>J1</td>
<td>Exchange Visitor</td>
<td>I-94 &amp; DS-2019</td>
</tr>
<tr>
<td>J-2</td>
<td>J2</td>
<td>Alien spouse of J1</td>
<td>I-94 &amp; EAD</td>
</tr>
<tr>
<td>K-1</td>
<td>K1</td>
<td>Fiance(e) of American Citizen</td>
<td>I-94 &amp; EAD</td>
</tr>
<tr>
<td>K-2</td>
<td>K2</td>
<td>Child of a fiance(e)</td>
<td>I-94 &amp; EAD</td>
</tr>
<tr>
<td>O-1, O-2</td>
<td>O1, O2</td>
<td>Extraordinary ability &amp; accompanying worker</td>
<td>I-94 &amp; Notice of Action. Petitioner = UCLA*</td>
</tr>
<tr>
<td>P-1, P2, P3</td>
<td>P1</td>
<td>Athlete internationally recognized, Artists or Entertainers, Aliens providing support to P1 and P2 visa holders</td>
<td>I-94 &amp; Notice of Action. Petitioner = UCLA</td>
</tr>
<tr>
<td>Permanent Resident</td>
<td>PR</td>
<td>Lawful Permanent Resident</td>
<td>Greencard or I-551 stamp in passport</td>
</tr>
<tr>
<td>Conditional Perm. Resident</td>
<td>PR</td>
<td>Marriage to Permanent. Resident or Citizen</td>
<td>EAD</td>
</tr>
<tr>
<td>Pending Perm. Resident</td>
<td>P with Work Permit End Date</td>
<td>Permanent Resident in process</td>
<td>EAD or I-551 stamp in passport</td>
</tr>
<tr>
<td>Refugee</td>
<td>RF</td>
<td>Refugee or Approved Asylee</td>
<td>I-94 &amp; EAD**</td>
</tr>
<tr>
<td>Paroles (PIP) Temp. Protected (TPS)</td>
<td>TP</td>
<td>Public Interest Paroles, Temporary Protected Status</td>
<td>I-94 &amp; EAD</td>
</tr>
<tr>
<td>TN</td>
<td>TN</td>
<td>Visitor from Canada or Mexico</td>
<td>I-94 or Notice of Action Petitioner = UCLA</td>
</tr>
<tr>
<td>V1, V2, V3</td>
<td>V1, V2, V3</td>
<td>Spouse or Child of U.S. Permanent Resident or V1, V2</td>
<td>I-94 &amp; EAD</td>
</tr>
</tbody>
</table>
I-9 Overview - Employment Eligibility

• Every employee must complete Section 1 of the Form I-9 at the time of hire. Departments are responsible to ensure that the form has been properly completed.

• I-9’s must be processed within 3 business days of the employment begin date. Examine the employee’s identity and employment eligibility by ensuring Section 1 is complete, reviewing employee’s documents & complete Section 2.

• If the employee is authorized to work but is unable to present the required document(s) within 3 business days of the date employment begins, they must present a receipt for the application of replacement documents within 3 business days.

• The original I-9 form must be sent to Payroll Services (Office of Record) within 5 days of hire.
I-9 Employment Eligibility Form

Add UID# At Top of I-9 Form and to all supporting documentation pages.

This form is available at the USCIS website:

www.uscis.gov/
Re-verifying Expired Work Authorization

• Departments must re-verify an extension of work authorization on or before the date that work authorization expires.

• Employees must present documentation showing either extension of the employee’s initial employment authorization or new work authorization.

• A new Form I-9 must be completed.

• If the employee can not provide you with proof of valid work authorization the employee CAN NOT continue employment. Please contact your HR Representative for procedures.
What is E-Verify?

- VOLUNTARY System that electronically verifies employment eligibility of newly hired employees
  - As of September 8th, 2009 implementation of E-Verify is mandatory for all Federal Contractors
- Partnership between Department of Homeland Security and Social Security Administration
- Has been in existence since 1997
IRS Regulation Section 301.7701(b) defines federal residency for tax purposes and requires employers to make a determination about whether a payee is a resident or a non-resident for tax purposes.
We determine residency for tax purposes on anyone who receives a taxable payment. This includes staff employees, faculty, and students.

U.S. Citizens are always residents for tax purposes. All others are subject to residency determination tests.
Effective September 1, 2006

Tax Residency Status and Tax Treaty Eligibility for all foreign nationals will be determined by GLACIER.
What is the GLACIER System?

- A **secure** web based NRA tax compliance system
- Can be accessed worldwide 24 hours a day
- GLACIER determines
  - Tax Residency
  - Withholding Rates
  - Income Tax Treaty Eligibility

- GLACIER
  - Manages Paperwork
  - Maintains Data
  - Files reporting statements to the IRS and Foreign Nat’l
DEPARTMENT’S WORKFLOW

DEPT.
- Complete I-9 Form
- Determine if a GLACIER record is required
- Complete an Initial GLACIER Information Form

DEPT.
- Complete hire bundle
- Complete and submits required forms*
- Maintain work eligibility

Email Initial GLACIER Information Form to Payroll Services by hitting “Submit” button on the screen.

PAYROLL SERVICES
- Set-up GLACIER record
- Interact with employee
- Re-code EDB
- Maintain EDB/GLACIER records
Payroll Services Role

- Set-up GLACIER record for employees
- Send employee access to GLACIER record & interacts directly with employee to provide assistance in completing record and answers questions
- Review all documents for accuracy and completeness
- Enter appropriate tax codes to EDB with PAN notification to department
- Maintain GLACIER and EDB records for tax purposes
"Initial GLACIER Online Entry Form"

Go to Payroll Portal for Fill-in Form

### Initial GLACIER® Online Entry Form

**Department Instructions:** To begin the process for a foreign individual, complete the following online form.

- Complete the name, email address, UID and department contact information for the foreign individual.
- Choose all the relationships with UCLA that apply to this individual (there are 6 choices).
- Select the corresponding Relationship Type, Pay Frequency, and Income Type if available for each selected Relationship (you may select more than one relationship with UCLA).
- Click on the Submit button after reviewing the information. An email will be sent to Payroll Services and a confirmation form will be displayed with additional instructions.
- Give a copy of the GLACIER® confirmation form and additional instructions to the foreign national to help them in completing their GLACIER® record.
- Foreign individuals should be made aware that an email from support@online-tax.net will be forwarded to them. This is NOT spam. This email will include a login ID and a password.

### Reference to GLACIER

For more information on GLACIER, please refer to the following portal articles:
- Initial GLACIER Information Form Instructions: [http://map.cc.ucla.edu/gp/1002770](http://map.cc.ucla.edu/gp/1002770)
- GLACIER: Online Nonresident Alien Tax Compliance System: [http://map.cc.ucla.edu/gp/1002769](http://map.cc.ucla.edu/gp/1002769)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td>Last, First, Initial</td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>UID:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Department Contact:</strong></td>
<td>Name, Telephone, Email</td>
</tr>
<tr>
<td><strong>Relationship with UCLA:</strong></td>
<td>(check all that apply) Employee, Relationship Type (select one): Faculty/Staff/Student, Postdoctoral Scholar, TA/QSR, Clinical Appointee, Pay Frequency (select one): Biweekly, Monthly, Other, Income Type (select one): Wages/Salary/Bonus, Other Income, Appointment is Without Salary (WOS)</td>
</tr>
</tbody>
</table>

### Payroll Services 2012
Sourced Payments

- Payments are sourced by the location where services are performed.

- Activity performed in the United States is considered to be sourced in the United States.

- Activity performed outside the United States is considered to be foreign sourced.
To be completed by non-U.S. residents receiving payments for services performed outside the U.S.
“Foreign Sourced Income Statement” is necessary based on the payment type

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Scope of Activity</th>
<th>Foreign Sourced Income Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Payment</td>
<td>One form is needed for the time period of employment. It is the responsibility of the department to make sure that the employee does not enter the U.S. for the duration of employment (i.e., meetings, seminars, etc.)</td>
<td>Form needed only once for the time of employment indicated</td>
</tr>
<tr>
<td>Independent Contractor/Personal Payment</td>
<td>One time payments. Each payment needs to be reviewed for its merits. Most often an independent contract payment is one time only. Continued payment on a regular basis may be employment. Go to the “Business and Finance Bulletin 77” to determine if you are making a correct determination. The central offices assume that the department fills out this bulletin for each Independent Contractor payment requested. <a href="http://www.ucop.edu/ucophome/policies/bfb/bus77.html">http://www.ucop.edu/ucophome/policies/bfb/bus77.html</a></td>
<td>Form needed each time payment is made</td>
</tr>
<tr>
<td>Purchasing Contract</td>
<td>If you have a purchasing contract then the “Foreign Sourced Income Statement” may be used to blanket the time period of the contract.</td>
<td>One form needed for the length of contract</td>
</tr>
</tbody>
</table>
Tax Withholding Obligations

Payroll Taxes that UC employees may be subject to are:

- Federal Income tax
- FICA Tax (Employment Tax)
- State Income Tax
Exclusions From Withholding

- **Foreign Sourced Income** — occurs when a non-resident receives income while working and living outside of the US

- **Tax Treaty Exemption** - occurs when a non-resident applies and receives approval from Payroll Services for an exemption from federal income tax due to a tax treaty

**IRC Section 117**
Federal Income Tax for Employees who work out of the US

- Wages earned by non-resident aliens for services performed outside of the United States for an employer is foreign sourced income.

- The wages are not subject to reporting and withholding of U.S. federal or state income tax.

- The wages are not subject to FICA tax.

- There are special codes in PPS to facilitate this.
Exemption from Federal Tax based on Tax Treaties

A tax treaty is a privilege, not a right
Tax treaties apply to wages that are recognized at UCLA for employment

- Post Doctoral Appointment – Income Code 15
- Employment – Canadians – Income Code 17
- Employment - Income Code 18
  Primary purpose of visitor applying for this tax treaty type is to teach or conduct research

- Student Employment - Income Code 19
  Primary purpose of visitor applying for this tax treaty is to study and be enrolled as a student at UCLA. Employment is secondary to their education

IRC 1461
To Be Eligible

1. A Tax Treaty must exist between the US and resident country of visitor.
2. Visitor must be a non-resident of US unless otherwise allowed by tax treaty*.
3. Primary purpose of visit and actual job must meet the tax treaty.
4. Time and monetary constraints must be met.
5. Individual must have a taxpayer ID# - **SSN**.
6. Must complete appropriate paper work.

*For Country and Article See IRS Publication 901
Federal Income Tax for All Other Employees

- Salaries, wages, or any other pay for personal services paid to non-resident alien employees are subject to graduated withholding in the same way as for U.S. citizens and residents unless exempt by a tax treaty.

- Payment for U.S. sourced personal services is taxed as the following chart shows:
How Non-Resident Employees are Taxed

Nonresident works & lives outside the US
- Federal Withholding: None
- State per DE 4
- No tax deduction
- No reports
- No filing

Nonresident with Tax Treaty
- Federal Withholding: None
- State per DE 4

Nonresident from:
- Canada, Korea, or Mexico
- Residents from American Samoa or Northern Mariana Islands

Federal Withholding:
- Single Marital Status
- Can choose 1 allowance for self, 1 for spouse, and 1 for each dependent
- State per DE 4

Federal Withholding
- Single Marital Status
- Can choose additional allowance for spouse and dependent if requirements are met
- State per DE 4

Nonresident Students from India

Federal Restricted to:
- Single marital Status
- 1 allowance
- State per DE 4

All Others Nonresidents

Federal Withholding
- Single Marital Status
- Can choose additional allowance for spouse and dependent if requirements are meet
- State per DE 4
How Are Residents for Tax Purposes Taxed?

Based on the Form W-4 provided!

Resident with Tax Treaty

Federal Withholding
- None
State per DE 4

CITZ Code =

All Others Residents

Federal & State Based on W-4 and DE 4

CITZ Code =
Required Documentation

- Resident for tax purposes:
  - GLACIER generated **W-4** and update state allowances at “At Your Service Online”

- Non-resident tax purposes:
  - GLACIER generated **W-4/DE 4**
IRS requires that an employee submit at least 1 W-4 Form. The office of record of this form is the department. Payroll Services suggest that any change after the initial W-4 Form should be done by the employee through “At Your Service Online”.

The Social Security number is required. If an employee completes the form without a SSN, the IRS considers the W-4 to be invalid and the employee is restricted to marital status “S” with 0 allowances.
GLACIER generated W-4 form

Pierre Payroll                               6/5/2012
12345 Wilshire Blvd.
Los Angeles, CA 90024

Pierre Payroll
6/5/2012
How should the state tax withholding statement be completed?

State tax withholding may be requested to be different than Federal tax withholding.

Please provide the following information with respect to California tax to be withheld:

Enter the number of exemptions / withholding allowances you wish to claim for STATE tax purposes?

1

What is your STATE Tax Filing Status?

- Single or Married (with two or more incomes)
- Married (one income)
- Head of Household
GLACIER generated DE-4 form

This form can be used to manually compute your withholding allowances, or you can electronically compute them at www.taxes.ca.gov/de4.xls (Microsoft Excel required).

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Type or Print Your Full Name
Roi-Test Test

Your Social Security Number
987654321

Home Address (Number and Street or Rural Route)
12345 Circle Dr. W

City, State, and ZIP Code
Westwood, CA 98765

Filing Status Withholding Allowances
☑ SINGLE or MARRIED (with two or more incomes)
☐ MARRIED (one income)
☐ HEAD OF HOUSEHOLD

1. Number of allowances for Regular Withholding Allowances, Worksheet A
Number of allowances from the Estimated Deductions, Worksheet B
Total Number of Allowances (A + B) when using the California Withholding Schedules for 2006

   OR

2. Additional amount of state income tax to be withheld each pay period (if employer agrees), Worksheet C

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Signature
Roi-Test Test

Date 6/5/12

Employer's Name and Address
Regents of the University of California, Los Angeles (UCLA)
10920 Wilshire Blvd., Suite 620
Los Angeles, CA 90024

California Employer Account Number
Out of State Employees at UCLA are either:

1. Employees who are residents of California and work outside California.
   - Their liability is based on their “worldwide income”
   - They are withheld based on what is claimed on their DE 4

2. Employees who are non-residents of California and work in California.
   - Their tax is withheld according to what is claimed on the DE 4
   - There is no special exemption for these employees.

3. Employees who are non-residents of California and work outside of California
   - They are exempt from California taxes.
   - There may be a requirement to withhold for the state that they are working in.
Choose either section:
Nonresident of CA
Or
Resident of CA

Obtained this form from:
http://map.ais.ucla.edu/go/forms

Tax deduction must be cancelled

Use Revision dated
March 2005
FICA
The current rates of withholding are:

**FICA TAX**

All employees must contribute to FICA or participate in an employer sponsored retirement plan unless exempted by law.

<table>
<thead>
<tr>
<th>Career</th>
<th>Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full FICA - E</td>
<td>Safe Harbor - M</td>
</tr>
<tr>
<td>OASDI</td>
<td>DCP CAS</td>
</tr>
<tr>
<td>4.2%</td>
<td>7.5%</td>
</tr>
<tr>
<td>Medicare</td>
<td>Medicare</td>
</tr>
<tr>
<td>1.45%</td>
<td>1.45%</td>
</tr>
</tbody>
</table>
Exemption From FICA Tax

IRC allows the following exemptions:

1. A non-resident alien for tax purposes who is in the U. S. on an F1 or J1 visa
2. Student Exemption: Enrolled as a full-time student
3. A non-resident alien who is working and living outside of the U. S.

FICA Code = N
DCP CAS = 0%
Medicare = 0%

PAYROLL SERVICES FICA CONTACT is Lola Espinoza (310)794-8724
Payment Processing – Employees (For Foreign Individuals)
Steps in the Hiring Process

1. Determine Employer/Employee Relationship
2. Verify Employment Eligibility
3. Determine GLACIER Eligibility
4. Complete “Initial GLACIER Information Form”
5. Provide form to employee
6. Determine System Coding. Enter Data and Appropriate Codes Online
7. Maintain Records
How to determine if a person is an employee?

- By examining the right to control how, when, and where the person performs services.
- It is not based on how the person is paid, how often the person is paid, nor whether the person works part-time or full-time. There are three basic areas which determine employment status:
  - behavioral control
  - financial control and
  - relationship of the parties

See Business and Finance Bulletin 77
I-9 Employment Eligibility

I-9 Form is completed by certified I-9 preparer

If this is done by another person in your office, you will need to work closely for step 3.
How to Determine Who Needs a GLACIER Record?

Begin by reviewing the attestation in Section 1 of the I-9 Form and determine those who do not require a GLACIER Record.

Section 1 of the I-9

I attest, under penalty of perjury, that I am (check one of the following):

- [x] A citizen of the United States
- [x] A noncitizen national of the United States (see instructions)
- [x] A lawful permanent resident (Alien #) [ ]
- [ ] An alien authorized to work (Alien # or Admission #) [ until (expiration date, if applicable - month/day/year)]

If the employee checks that they are a US Citizen, a noncitizen national or US Permanent Resident then,

GLACIER Record is NOT Required.
The final status to eliminate from the GLACIER Record requirement is the employee who is a nonresident alien who works out of the US. The individual must complete the Foreign Sourced Income Form.

A GLACIER Record is required from all other employees!
## RECAP - GLACIER Record or Not?

<table>
<thead>
<tr>
<th>GLACIER Record</th>
<th>GLACIER Record Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Not Required</strong></td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>US Citizen or National</td>
<td>Visitors with A, E, F, H, J, K, L, O, P, TN, or V visas</td>
</tr>
<tr>
<td>US Permanent Resident</td>
<td>Pending US Permanent Residents</td>
</tr>
<tr>
<td>Refugees or Asylum status</td>
<td>Pending Refugee or Asylum status</td>
</tr>
<tr>
<td>A non-resident alien working out of the U.S. (Foreign Source)</td>
<td></td>
</tr>
</tbody>
</table>
## Notifying Payroll & Employee

### "Initial GLACIER Information Form"

**Employee includes (Even WOS):**
- Faculty, Staff, and Student Employees
- Post Doc Scholars – Title Code 3252
- TA/GSR
- Clinical Appointees

### Scholarship/ Fellowship Recipients includes:
- UCLA Student Employees
- Post Doc Scholars – Title Code 3253 OR 3254
- Visiting Scholar

---

**UCLA Home / Campus Services / Finance / Payroll Services / Forms**

**Initial GLACIER® Online Entry Form**

**Department Instructions:** To begin the process for a foreign individual, complete the following online form.

- Complete the name, email address, UID and department contact information for the foreign individual.
- Choose all the Relationships with UCLA that apply to this individual (there are 6 choices).
- Select the corresponding Relationship Type, Pay Frequency, and Income Type if available for each selected Relationship (you may select more than one relationship with UCLA).
- Click on the Submit Button after reviewing the information. An email will be sent to Payroll Services and a confirmation form will be displayed with additional instructions.
- Give a copy of the GLACIER® confirmation form and additional instructions to the foreign national to help them in completing their GLACIER® record.
- Foreign Individuals should be made aware that an email from support@online-tax.net will be forwarded to them. This is NOT spam. This email will include a login ID and a password.*
- For more information on GLACIER, please refer to the following portal articles:
  - Initial GLACIER Information Form Instructions: [http://map.as.ucla.edu/go/1682770](http://map.as.ucla.edu/go/1682770)
  - GLACIER: Online Nonresident Alien Tax Compliance System: [http://map.as.ucla.edu/go/1682759](http://map.as.ucla.edu/go/1682759)

---

### Form Fields

- **Name:**
  - Last
  - First
  - Initial

- **Email Address:**

- **UID:**

- **Department Contact:**
  - Name
  - Telephone
  - Email

- **Relationship with UCLA:** (check all that apply)
  - Employee
  - Scholar/ Fellowshi

  **Relationship Type (select one):**
  - UCLA Student
  - Post Doctoral Scholar/ Visiting Scholar
  - All Others
  - Income Type (select one):
  - Scholarship/ Fellowship: Award
  - Scholarship/ Fellowship: Taxable Post Doc Benefits
  - Scholarship/ Fellowship: Other

---

*GLACIER®, an Online Tax Compliance System.*
Initial GLACIER Online Entry Form

Form can be obtained from Payroll Services website - www.payroll.ucla.edu

- Complete online entry to request a GLACIER record.
- Give a copy of this form to the new employee and let them know that an email from support@online-tax.net will be sent to them
**Personnel and Payroll System (PPS)**

The system that stores data for all UCLA employees in the employee data base (EDB)

The appropriate bundles for hire or rehire actions are:

<table>
<thead>
<tr>
<th>Employment Action</th>
<th>Staff</th>
<th>Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire</td>
<td>SHIR</td>
<td>AHIR</td>
</tr>
<tr>
<td>Re-hire</td>
<td>SREH</td>
<td>AREH</td>
</tr>
</tbody>
</table>

The two screens affected by GLACIER Implementation are: EALN & ETAX
# The new hire screens

<table>
<thead>
<tr>
<th>EEID</th>
<th>Employee Identification</th>
<th>EAPP</th>
<th>Appointment &amp; Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>EADD</td>
<td>Address Information</td>
<td>ERET</td>
<td>Retirement information</td>
</tr>
<tr>
<td>EPD1</td>
<td>Employee Personal Data</td>
<td>EPER</td>
<td>Personnel Miscellaneous</td>
</tr>
<tr>
<td>EALN</td>
<td>Alien Information</td>
<td>EINS</td>
<td>Insurance Enrollment</td>
</tr>
<tr>
<td>EPD2</td>
<td>Employee Personal Data 2</td>
<td>EDEP</td>
<td>Dependent Data</td>
</tr>
<tr>
<td>ETAX</td>
<td>Tax Information</td>
<td>EUCI</td>
<td>Insurance Charging</td>
</tr>
<tr>
<td>ECHK</td>
<td>Check/Surepay Distribution</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EEID: Employee Identification

- The Employee Identification Screen is the first screen in the new hire bundle that establishes a record on EDB (Employee Data Base).
- Enter the employee’s social security number, complete name (as it appears on the SSN card) and birth-date.
- If the employee does not already have a prior employee ID number, a new employee ID number will be assigned to the employee upon completion of this screen in the new hire bundle.
- Do not use any commas or spaces.
## EEID: Employee Identification

**System Derived**

<table>
<thead>
<tr>
<th>EEIDID0-E1253</th>
<th>EDB Entry/Update</th>
<th>03/09/09 08:41:09</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Identification</strong></td>
<td></td>
<td>Userid:PPGF0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>123456789</td>
<td></td>
</tr>
<tr>
<td><strong>SSN (9)</strong></td>
<td>111111111</td>
<td>No leading zeros or Hyphens</td>
</tr>
<tr>
<td></td>
<td>111-11-1111</td>
<td></td>
</tr>
<tr>
<td>First Name (26)</td>
<td>MARCO</td>
<td>As it appears on the SS card</td>
</tr>
<tr>
<td>Middle Name (26)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name (26)</td>
<td>POLO</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Result</td>
<td>POLO, MARCO</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>02/26/71</td>
<td></td>
</tr>
</tbody>
</table>

**Intercampus Transfer:**

**Next Func:**

F: 1-Help  2-Jump  3-PrevMenu
F: 9-Update  12-Exit

---

Payroll Services 2012
SSN Formats

- Tab into field. No leading blanks
- A valid SSN must have a total of nine digits. The first 3 digits are the area, the next 2 digits is the group and the last 4 digits is the serial.
- No SSN’s with a 000 area number, or an area number in the or 900 series, have been issued.
- No SSN’s with a 00 group or 0000 serial number have been issued.

Contact Heather Kira-Hoeke 310-794-8707
Name Formats

- Tab into field.
- No leading blanks, numbers, or punctuation marks in the **first** digit of any name field.
- May only contain letters (A-Z) or numbers (0-9). Numbers may not be in the first digit of any name field.
- Only the following punctuation is allowed in the name fields: Hyphen, Period, or Apostrophe. No parenthesis or brackets.
- Do not include titles such as Doctor, Dr. Captain, Mr., Mrs., etc. in Name Fields
- Do not include suffixes such as Jr., Sr., RN. in any field except the Suffix field.
Advise employees to **notify SSA of any name change** to ensure wages are properly credited to their records.

Do **NOT** update the payroll records for a name change until the employee has obtained a new Social Security card.
EADD: Address Information

- Tab into field. No leading blanks
- The employee address data screen is used to enter the addresses of the employee
- The permanent address is the mailing address
- The campus address should reflect the work location of the employee
- EDB Addresses are used for W-2 mailing:

<table>
<thead>
<tr>
<th></th>
<th>TOTAL W-2 FORMS for 2008</th>
<th>TOTAL W-2 FORMS for 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-2 Paper Forms</td>
<td>42,952 (80%)</td>
<td>34,484 (58.71%)</td>
</tr>
<tr>
<td>Electronic Forms:</td>
<td>12,027 (20%)</td>
<td>24,254 (41.29%)</td>
</tr>
<tr>
<td>Returned W-2’s</td>
<td>2,500 approximately</td>
<td>1,388</td>
</tr>
</tbody>
</table>
EADD – Domestic U.S. Address Example

PPEADD0-E1302  EDB Entry/Update
05/11/11 22:13:53  Employee Address Data
ID: 123456789  Name: POLO, MARCO
Emp Stat: A  Pri Pay: BW

05/11/11 13:47:5  Userid: PPGF0

Permanent Address Line 1: 1919 VETERAN AVE #1919
Line 2: City: LOS ANGELES  State: CA  Zip: 90024
Foreign Addr Ind: A  Prov: Country:
Postal Code: Home Phone: 3105550926  Spouse Name:

Campus Release Codes - Perm Address: Home Phone - Spouse Name:
Employee Organization Disclosures - Perm Address:
Campus Address Line 1: P&A BLDG.
Line 2: 1ST FLOOR
City: LOS ANGELES
Campus Phone: (310)794-8728  Mail: 

UC, LOS ANGELES
PAYROLL OFFICE
10920 WILSHIRE BLVD. #620
LOS ANGELES, CA 90024-6508
903647777

MARCO POLO
1919 VETERAN AVE #1919
LOS ANGELES, CA  90024

UCLA

PRESORTED FIRST CLASS MAIL
U.S. POSTAGE PAID
UCLA
EADD – Foreign Address Example

Enter a foreign address:
- When employee works & lives out of US
- When NRA terminates and goes back to home country

Province code is required for Canada
Country is 2 digits
### EADD – On Campus Address Example

<table>
<thead>
<tr>
<th>PPEADD0-E1302</th>
<th>EDB Entry/Update</th>
<th>05/11/1113:47:5</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/11/1122:13:53</td>
<td>Employee Address Data</td>
<td>Userid:PPGF0</td>
</tr>
<tr>
<td>ID:123456789</td>
<td>Name:POLO,MARCO</td>
<td>Emp Stat:A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pri Pay:BW</td>
</tr>
</tbody>
</table>

Permanent Address Line 1: 1260 VETERAN AVE #107

- Line 2:
  - City: LOS ANGELES
  - State: CA
  - Zip: 90024

Foreign Addr Ind: A
- Prov:
- Country:
- Postal Code:

Home Phone: 3108240926

Spouse Name:

Campus Release Codes - Perm Address: Home
- Mailcode – Required

Employee Organization Disclosures - Perm Address: Home

Campus Address Line 1: P&A BLDG., Room 23A

- Line 2: 1ST FLOOR
  - City:
  - State:
  - Zip:

Campus Phone: (310) 794-8728

Mailcode: 154705
### EADD – Off Campus Address Example

<table>
<thead>
<tr>
<th>PPEADD0-E1302</th>
<th>EDB Entry/Update</th>
<th>05/11/1113:47:5</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/11/1122:13:53</td>
<td>Employee Address Data</td>
<td>Userid:PPGF0</td>
</tr>
<tr>
<td>ID:123456789</td>
<td>Name:POLO,MARCO</td>
<td>Emp Stat:A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pri Pay:BW</td>
</tr>
</tbody>
</table>

Permanent Address:
- Line 1: 1919 VETERAN AVE #1919
- Line 2: 
- City: LOS ANGELES
- State: CA
- Zip: 90024

Foreign Addr Ind: A
- Country:
- Postal Code:

Home Phone: 3105550926
Spouse Name:

Campus Address:
- Line 1: 10900 Glendon
- Line 2: Apt 5
- City: Los Angeles
- State: CA
- Zip: 90024

Campus Phone: (310) 794-8728
Mailcode:
# POINTS to REMEMBER:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U.S. Addresses</strong></td>
<td>Street number</td>
</tr>
<tr>
<td></td>
<td>Apt #</td>
</tr>
<tr>
<td></td>
<td>Los Angeles</td>
</tr>
<tr>
<td></td>
<td>Do not use any preceding blanks</td>
</tr>
<tr>
<td><strong>FOREIGN Address</strong></td>
<td>Foreign address indicator “F”</td>
</tr>
<tr>
<td></td>
<td>No STATE or ZIP CODE necessary</td>
</tr>
<tr>
<td></td>
<td>Add COUNTRY CODE</td>
</tr>
<tr>
<td></td>
<td>Add POSTAL CODE</td>
</tr>
<tr>
<td><strong>CANADIAN Address</strong></td>
<td>MUST have PROVINCE</td>
</tr>
</tbody>
</table>
EPD1: Employee Personal Data

- The employee personal data 1 screen is used to input gender, ethnicity, veteran/disability status, citizenship and student status information.

- If non-citizen, you must complete the EALN screen, which follows...
EPD1: Employee Personal Data

PPEPD10-E1450       EDB Entry/Update       05/11/1113:55:0
05/11/1122:13:53    Employee Personal Data 1    Userid:PPGF0
ID:123456789       Name: POLO,MARCO  Emp Stat:A  Pri Pay:BW

Date of Birth: 102082
Sex: F
Hispanic:,N,
American Indian or Alaska Native:,N,Asian:,N,Black/African American:,N
Native Hawaiian or Other Pacific Islander:,N,White:,Y,
Veteran Status Codes -Vietnam:N War/Campaign:N Disability :N
Recently Separated Veteran Date:
Primary Ethnic/Race:,F
Disabled Status:  N
Citizenship:  N
Student Status:3No. of Reg. Units: 15.0

Citizenship code is added on the EALN Screen
EALN: Alien Information

The alien information screen is used to input U.S. non-resident alien information, including visa status, date of entry and country of citizenship.
**EALN Screen**
This table indicates the citizenship codes values for a resident for tax purpose. Remember the citizenship code field on EDB indicates:

1. US citizenship of the employee  
   AND  
2. Tax Residency of the employee.

### Codes Reflecting Resident for Tax Purposes

<table>
<thead>
<tr>
<th>CITIZENSHIP CODE</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>US citizen or US naturalized Citizen</td>
</tr>
<tr>
<td>F</td>
<td>Alien who chooses treaty exemption but is eligible for FICA withholding. <em>Needs Payroll Approval</em></td>
</tr>
<tr>
<td>P</td>
<td>Pending Permanent Residency</td>
</tr>
<tr>
<td>R</td>
<td>Permanent Resident or Resident for Tax Purposes</td>
</tr>
</tbody>
</table>
# Codes Reflecting Non-resident for tax purposes

## CITIZENSHIP CODES AND CORRESPONDING VISA STATUS

<table>
<thead>
<tr>
<th>CITIZENSHIP CODE</th>
<th>VISA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>A1, F1, H1, H2, J1, J2, K1, K2, O1, O2, P1, P2, P3, TN</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>F1, J1</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>H1, O1</td>
</tr>
<tr>
<td><strong>N</strong></td>
<td>A1, E1, E2, E3, F1, H1, H2, J1, J2, K1, K2, RF, O1, O2, P1, P2, P3, V1, V2, V3</td>
</tr>
<tr>
<td><strong>S</strong></td>
<td>F1, J1</td>
</tr>
<tr>
<td><strong>X</strong></td>
<td>Blank</td>
</tr>
</tbody>
</table>

- **A** Non-resident alien no tax treaty form
  - Must be a resident of Korea, Canada or Mexico
- **E** Alien who chooses treaty exemption and is not eligible for FICA withholding. Needs Payroll Approval
- **E** Alien who chooses treaty exemption and is eligible for FICA withholding. Needs Payroll Approval
- **N** Non-resident alien. No tax treaty
- **S** Non Resident Alien student from India who meets IRS requirement for additional dependent exemption
- **X** Nonresident who works and lives out of the U.S.
Payroll Services 2012

EALN: Alien Information

PPEALN0-E1379    EDB Entry/Update    05/11/1113:56:51
05/11/1122:13:53    Alien Information    Userid:PPGF0
ID:123456789    Name: POLO, MARCO
                 Emp Stat:A    Pri Pay:BW

Citizenship:A    Country of Residence: CA    U.S. Date of Entry: 092007
Visa Type:F1    Work Permit End Date: 061712
Tax Treaty Income Code:    Alt Tax Treaty Income Code:
Article Number:    Retirement System Code:N
End Date:    FICA Eligibility Code:N
Income Limit:    Ret FICA Derive:Y

Citizenship Code Values
A
C
E
F
N
P
R
S
X

Country of Residency - comes from the passport
If Citizenship Code = C or Visa Type = PR, or RF, leave blank

US Date of Entry
This date is the date the non-US citizen employee first entered the US if they have not been outside of the US for more than a year
EALN: Alien Information cont.

PPEALN0-E1379  EDB Entry/Update  05/11/1113:56:51
05/11/1122:13:53  Alien Information  Userid:PPGF0
ID:123456789  Name: POLO, MARCO  Emp Stat:A  Pri Pay:BW

Citizenship: N  Country of Residence: CA  U.S. Date of Entry: 092007
Visa Type: F1  Work Permit End Date: 061712
Tax Treaty Income Code:  Alt Tax Treaty Income Code:
Article Number:
End Date:
Income Limit:

Visa Type

- required for all non-citizens.
- Can be found on the individual's I-94 (Arrival/Departure Record).

Work Permit End Date

From the I20, DS-2019, Notice of Action, or EAD

Additional: 0
Non-Resident Alien Tax Form Indicator:
SSN:
**EALN: Alien Information cont.**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPEALN0-E1379</td>
<td>EDB Entry/Update</td>
</tr>
<tr>
<td>03/08/0822:13:53</td>
<td>Alien Information</td>
</tr>
<tr>
<td>ID:123456789</td>
<td>Emp Stat:A</td>
</tr>
<tr>
<td>Name: POLO, MARCO</td>
<td>Pri Pay:BW</td>
</tr>
<tr>
<td>Citizenship: N</td>
<td>Country of Residence: CA</td>
</tr>
<tr>
<td>Visa Type: F1</td>
<td>Work Permit End Date: 061712</td>
</tr>
<tr>
<td>Tax Treaty Income Code:</td>
<td>Alt Tax Treaty Income Code:</td>
</tr>
<tr>
<td>Article Number:</td>
<td></td>
</tr>
<tr>
<td>End Date:</td>
<td></td>
</tr>
<tr>
<td>Income Limit:</td>
<td></td>
</tr>
<tr>
<td>Federal Tax Marital Status:</td>
<td></td>
</tr>
<tr>
<td>Maximum Withholding:</td>
<td></td>
</tr>
<tr>
<td>Addl Fed Nonres Alien Tax:</td>
<td></td>
</tr>
<tr>
<td>Calif. Tax Marital Status:</td>
<td></td>
</tr>
<tr>
<td>Maximum Withholding:</td>
<td></td>
</tr>
<tr>
<td>Non-UC Health Exp:</td>
<td></td>
</tr>
<tr>
<td>Next Func:</td>
<td></td>
</tr>
<tr>
<td>ID:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>SSN:</td>
<td></td>
</tr>
</tbody>
</table>

**Tax Treaty data entered by Payroll Services only**

Alt Tax Treaty Income Code:
Used for Post doctoral appointments on title code 3253 and 3254

**Non-UC Health Expiration**

For NRA's who have a J1 visa
Enter date that required insurance policy expires.
Examples of the EALN Screen

Coding for a US Citizen

Citizenship: C  Country of Residence: U.S. Date of Entry:
Visa Type: PR  Work Permit End Date:
Tax Treaty Income Code:  Alt Tax Treaty Income Code:
Article Number:  Retirement System Code: N
End Date:  FICA Eligibility Code: N
Income Limit:  Ret FICA Derive: Y

Coding for a US Permanent Resident

Citizenship: R  Country of Residence: U.S. Date of Entry:
Visa Type: PR  Work Permit End Date:
Tax Treaty Income Code:  Alt Tax Treaty Income Code:
Article Number:  Retirement System Code: N
End Date:  FICA Eligibility Code: N
Income Limit:  Ret FICA Derive: Y

Work Permit End Date is required if a Temporary I-551 stamp is presented. Otherwise, leave blank

Just a Review  No GLACIER Record Required
Examples of the EALN Screen

Coding for a Refugee or Approved Asylum

PPEALN0-E1379  EDB Entry/Update  05/11/11:13:53  Alien Information  UserID:PPGF0
ID:123456789  Name: POLO, MARCO  Emp Stat:A  Pri Pay:BW

Citizenship: R  Country of Residence: U.S.  Date of Entry: 
Visa Type: RF  Work Permit End Date: 
Tax Treaty Income Code:  Alt: 
Article Number: 
Coding for a nonresident working out of the US

PPEALN0-E1379  EDB Entry/Update  08/22/0813:56:51  Alien Information  UserID:PPGF0
ID:123456789  Name: POLO, MARCO  Emp Stat:A  Pri Pay:BW

Citizenship: X  Country of Residence: U.S. Date of Entry: 
Visa Type:  Work Permit End Date: 
Tax Treaty Income Code:  Alt: 
Article Number: 
Retirement System Code: N  FICA Eligibility Code: N  Ret FICA Derive: Y
Must complete the Foreign Sourced Income Statement & UPAY 830.

Just a Review
No GLACIER Record Required

Work Permit End Date is required if an EAD is presented. Otherwise, leave blank.
Example of the EALN Screen for Pending US Permanent Residents

<table>
<thead>
<tr>
<th>Citizenship:</th>
<th></th>
<th>Country of Residence:</th>
<th></th>
<th>U.S. Date of Entry:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>P</td>
<td></td>
<td>XX</td>
<td>XXXXXX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visa Type</th>
<th>H1</th>
<th>Work Permit End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>xxxxxxx</td>
</tr>
</tbody>
</table>

| Tax Treaty Income Code: | Alt Tax Treaty Income Code: |
| Article Number:         | Retirement System Code:    |
| End Date:               | FICA Eligibility Code:     |
| Income Limit:           |                              |

- Code Citizenship Field with a “P”
- Code visa type
- Include Work Permit End Date
- Leave all other codes on this screen blank
- Complete & Email the “Initial GLACIER Information Form” to Payroll
Example of the EALN Screen for All Foreign Employees including Temporary Protected Status and Pending Approved Asylum Status

PPEALN0-E1379  EDB Entry/Update  05/11/1113:56:51
05/11/1122:13:53   Alien Information  Userid:PPGF0
ID:123456789  Name: POLO, MARCO  Emp Stat:A  Pri Pay:BW

Citizenship: N  Country of Residence:XX  U.S. Date of Entry:XXXXXX
Visa Type: F1*  Work Permit End Date:063015
Tax Treaty Income Code:  Alt Tax Treaty Income Code:
Article Number:  Retiremenet System Code:N
Income Limit:  FICA Eligibility Code:N
End Date:  Ret FICA Derive:Y
Federal Tax Marital Status: S  Allowances: 000
Maximum Withholding:999  Additional Fed Withholding:  
Calif. Tax Marital Status: S  Allowances: 000  Itemized Deductions: 0
Maximum Withholding:999  Additional CA Withholding:  
Non-UC Health Exp:  Non-Resident Alien Tax Form Indicator:

• Code Citizenship Field with a “N”
• Code visa type – * from immigration docs
• Leave all other codes on this screen blank
• Complete & Email the Initial GLACIER Information Form to Payroll
ETAX: Tax Information
The tax information screen is used to input withholding allowances based on employee’s W-4 and DE 4.

- **Non-resident for tax purposes: Allowances entered by Payroll Services**
  1. GLACIER will prompt the employee to fill out a GLACIER generated W-4 and DE 4 form.
  2. If the tax forms are complete then Payroll Services will enter both filing status and allowances for Federal and State Taxes on EDB.
  3. If the tax forms are NOT complete (ie. missing SSN, signature, etc.) the Federal and State filing status and allowances will remain at S/000 until complete forms are received by Payroll Services.

- **Resident for tax purposes: Allowances entered by department or employee.**
  1. The department may update allowances based on the UC W-4/DE 4 form. The form must be complete in order to be valid. The individual must have a SSN and have the W-4 form filled correctly for department to update.
  2. Or, Payroll Services will notify employee that they can update their Federal and State filing status and allowances online at: [https://atyourserviceonline.ucop.edu/ayso/](https://atyourserviceonline.ucop.edu/ayso/)
## Tax Coding

<table>
<thead>
<tr>
<th>CITIZENSHIP CODE</th>
<th>FEDERAL TAX</th>
<th>STATE TAX</th>
<th>FICA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Filing</td>
<td>Exempt</td>
<td>Addl.</td>
</tr>
<tr>
<td></td>
<td>Status</td>
<td></td>
<td>Required</td>
</tr>
<tr>
<td>Denotes Resident for Tax Purposes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Any</td>
<td>Up to 998</td>
<td>No</td>
</tr>
<tr>
<td>R</td>
<td>Any</td>
<td>Up to 998</td>
<td>No</td>
</tr>
<tr>
<td>P</td>
<td>Any</td>
<td>Up to 998</td>
<td>No</td>
</tr>
<tr>
<td>F</td>
<td>Single</td>
<td>999</td>
<td>No</td>
</tr>
</tbody>
</table>

Denotes Non-Residency for Tax Purposes

| E with J1 or F1  | Single     | 999       | No     | Any    | Up to 998 | N |
| E with H1 or O1  | Single     | 999       | No     | Any    | Up to 998 | E or M or N* |
| N                | Single     | Up to 001 | Yes°   | Any    | Up to 998 | E or M or N* |
| A                | Single     | Up to 998 | Yes°   | Any    | Up to 998 | E or M or N* |
| S                | Single     | Up to ??  | No     | Single | Up to 998 | N* |
| X                | Single     | 999       | No     | Single | 997       | N* |

°Note:
There is an additional amount of **$276.00** added for taxable wages for biweekly non-resident aliens’ federal taxable wages and **$598.00** added for monthly non-resident alien employees.
ETAX: Tax Information

If the Citizenship Code = A, E, N, S, or X, this field is limited to Single Marital Status.

Generally, information as shown on the W-4 form is entered here.

**EXCEPTION:** Information entered for a non-citizen is based on their residency for tax purposes.

Non-residents: Limited to One allowance unless:
- Resident of Canada, Korea, or Mexico.
- Special Rate from Tax Treaty – India student
- Exempt per tax Treaty

State Status and Allowances – whatever will meet the tax liability.
Example of the ETAX Screen for:
US Citizens, Permanent Residents, Refugees, Approved Asylum Status

<table>
<thead>
<tr>
<th>PPETAX0-E1407</th>
<th>EDB Entry/Update</th>
<th>05/11/11 13:58:47</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/11/11 22:13:53</td>
<td>Tax Information</td>
<td>Userid:PPGF0</td>
</tr>
<tr>
<td>ID:123456789</td>
<td>Name:POLO,MARCO</td>
<td>Emp Stat:A Pri Pay:BW</td>
</tr>
<tr>
<td>Federal</td>
<td>Tax Processor ID :PPS10/11/07DPJRE</td>
<td></td>
</tr>
<tr>
<td>Marital Status :M</td>
<td>W-4 Process Date :10/11/07</td>
<td></td>
</tr>
<tr>
<td>Personal Allowances :004</td>
<td>DE4 Process Date :10/11/07</td>
<td></td>
</tr>
<tr>
<td>Maximum Withholding :999</td>
<td>Addl Fed Nonres Alien Tax :</td>
<td></td>
</tr>
<tr>
<td>California</td>
<td>Marital Status :M</td>
<td></td>
</tr>
<tr>
<td>Personal Allowances :002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Itemized Deductions :000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Since all these categories are residents for tax purposes, they must submit an initial **UC W-4/DE 4 Form**.

***For future changes, the employee can update their allowances on their record at AYSO, https://atyourserviceonline.ucop.edu/ayso/***

Code ETAX based on the allowances from the UC W-4/DE 4
Example of the ETAX Screen for a Non-resident working and living out of the US

<table>
<thead>
<tr>
<th>PPETAX0-E1407</th>
<th>EDB Entry/Update</th>
<th>05/11/11 13:58:47</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/11/11 22:13:53</td>
<td>Tax Information</td>
<td>Userid:PPGF0</td>
</tr>
<tr>
<td>ID:123456789</td>
<td>Name:POLO,MARCO</td>
<td>Emp Stat:A Pri Pay:BW</td>
</tr>
<tr>
<td>Federal</td>
<td>Tax Processor ID :PPS10/11/07DPJRE</td>
<td></td>
</tr>
<tr>
<td>Marital Status :S</td>
<td>W-4 Process Date :10/11/07</td>
<td></td>
</tr>
<tr>
<td>Personal Allowances :999</td>
<td>DE4 Process Date :10/11/07</td>
<td></td>
</tr>
<tr>
<td>Maximum Withholding :999</td>
<td>Addl Fed Nonres Alien Tax :</td>
<td></td>
</tr>
<tr>
<td>California</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marital Status :S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Allowances :997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Itemized Deductions :000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Withholding :000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee must provide a completed:

1.) UC W-4/DE 4 Form
2.) UPAY830 Out of State Withholding Form.
Both are available at www.payroll.ucla.edu Payroll Forms link.

Code Federal and State Marital Status = S
Code Federal allowances = 999
Code State allowances = 997
Example of the ETAX Screen for: All Others

<table>
<thead>
<tr>
<th>PPETAX0-E1407</th>
<th>EDB Entry/Update</th>
<th>05/11/11 13:58:47</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/11/11 22:13:53</td>
<td>Tax Information</td>
<td>Userid:PPGF0</td>
</tr>
<tr>
<td>ID:123456789</td>
<td>Name:POLO, MARCO</td>
<td>Emp Stat:A Pri Pay:BW</td>
</tr>
</tbody>
</table>

Federal
- Tax Processor ID: PPS10/11/07DPJRE
- Marital Status: S
- Personal Allowances: 000
- Maximum Withholding: 999
- Addl Fed Nonres Alien Tax:

California
- Marital Status: S
- Personal Allowances: 000
- Itemized Deductions: 000
- Maximum Withholding: 999
- Addl Fed Tax Withholding: 
- Other State Tax CA Res:

Code Federal and State Marital Status = S
Code Federal allowances = 000
Code State allowances = 000

Employee will submit the W-4 generated by GLACIER to Payroll Services.
EPD2: Employee Personal Data 2

- The employee personal data 2 screen is used to input oath & I-9 signature dates and education level codes.
- Non-U.S. citizens do not sign the oath of allegiance.
- Non-US citizens do sign the patent agreement.
PPS - Overview

EPD2: Employee Personal Data 2

- 05/11/11 22:13:53  Employee Personal Data 2  Userid:PPGF0

- ID: 123456789  Name: POLO, MARCO  Emp Stat:A  Pri Pay: BW
  - Oath Signature Date:  
    - I-9 Date: 100608
  - Education Level Code: H
  - Education Level Year: 00
  - Non-UC Prior Service Code:  
    - Prior Service Months:  
  - Prior University Service Institution Code:  
  - Employment Service Credit: 4  
    - Employment Service Credit From Date: 1102
  - Current Specialty Code:
  - Highest Degree Specialty Code:  
  - Highest Degree Institution Code:  

Enter appropriate coding

Oath Signature Date
Leave Blank for all non-US Citizens
ECHK: Direct Deposit

The check disposition screen is used to indicate disbursement of monthly salary via electronic deposit or mail.

ONLINE!!!
Check statement available at: https://atyourserviceonline.ucop.edu/AYSO

More to come…
PPS - Overview

ECHK: Check/Surepay Disposition

PPECHK0-E0875   EDB Entry/Update   05/11/11 13:59:57
05/11/11 22:13:53   Check/Surepay Disposition   Userid:PPGF0
ID:123456789   Name:POLO, MARCO   Emp Stat:A   Pri Pay:BW
Check Disposition   :8-04640

Surepay Bank Table Key   :B0008BANK OF AMERICA
Checking/Savings Indicator:C
Bank Account Number   00000-12345
Bank Account Format   ://////////-

Prenote Indicator:   2
Prenote Cycle/Date:  120107

NO Int’l Banking
The appointment and distribution screen is used to input the appointment type and funding mechanisms.
### EAPP: Appointments & Distributions

<table>
<thead>
<tr>
<th>PPEAPP0-E1595</th>
<th>EDB Entry/Update</th>
<th>05/11/11 14:01:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: 123456789</td>
<td>Name: POLO, MARCO</td>
<td>Emp Stat: A</td>
</tr>
<tr>
<td>PAF Gen No: 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appt Actions PgmTyp BasPd Ovr</td>
<td>Appt Begin Appt End DurDept</td>
<td>FLSA</td>
</tr>
<tr>
<td>10 1 4</td>
<td>100607 061710 0464000</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Grade%FullF/VAnn/Hr RateRtSchTimeLv</td>
<td></td>
</tr>
<tr>
<td>9605 LABORATORY ASST I</td>
<td>0.10 V 10.6900 H BW Z F</td>
<td></td>
</tr>
</tbody>
</table>

**Appointment/distribution lines:**

Never enter the end date of an appointment or distribution to match the work authorization.

To do so is in violation of immigration law.
The personnel miscellaneous screen is used to input the benefits eligibility indicator (BELI) code.

It is also used to indicate date of hire and the employee relations code.
**PPS - Overview**

**EPER: Personnel Miscellaneous**

<table>
<thead>
<tr>
<th>PPEPER0-E0943</th>
<th>EDB Entry/Update</th>
<th>05/11/11 14:01:57</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:123456789</td>
<td>Personnel-Miscellaneous</td>
<td>Userid: PPGF0</td>
</tr>
<tr>
<td>Assigned BELI: 5</td>
<td>Derived BELI: 6</td>
<td>Effective Date: 100607</td>
</tr>
<tr>
<td>BELI Status Qualifiers: Primary Date: Secondary Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Hire: 100607</td>
<td>Original Hire Date: 100101</td>
<td></td>
</tr>
<tr>
<td>Employee Relations Code: E</td>
<td>Employee Relations Unit: 99</td>
<td></td>
</tr>
<tr>
<td>Probationary Period End Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next Salary Review Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merit Rate Increase Percent:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Department: 100000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Title Code: 9605</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Unit Code: BX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Special Handling Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Group ID: 720</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate Department Code: 100000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Programmatic Unit Cd:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EPER:**

Code as you would for any hire.
## ERET: Retirement Information

<table>
<thead>
<tr>
<th>PPERET0-E1599</th>
<th>EDB Entry/Update</th>
<th>05/11/11 08:38:16</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/11/11 21:51:40</td>
<td>Retirement Information</td>
<td>Userid:PPGF0</td>
</tr>
<tr>
<td>ID:123456789</td>
<td>Name:POLO, MARCO</td>
<td>Emp Stat:A Pri Pay:MO</td>
</tr>
<tr>
<td>Retirement System Code:U</td>
<td>FICA Eligibility Code:N</td>
<td>Ret FICA Derive:Y</td>
</tr>
<tr>
<td>Covered Comp Limit Cd :Y</td>
<td>DCP Plan Code:Y</td>
<td></td>
</tr>
<tr>
<td>DepCare Annual:</td>
<td>Monthly:</td>
<td>Eff Date:</td>
</tr>
<tr>
<td>HCRA Annual :</td>
<td>Monthly:</td>
<td>Eff Date:</td>
</tr>
<tr>
<td>HCRA Decl/YTD:</td>
<td>0.00/</td>
<td>0.00403b Lmt:20000</td>
</tr>
<tr>
<td></td>
<td>457b Lmt:20000</td>
<td>MAC Change:01/01/01</td>
</tr>
<tr>
<td>Voluntary Contribution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deduction Num</td>
<td>Description</td>
<td>Amount/PercentDecl Balance</td>
</tr>
</tbody>
</table>
EINS – Insurance Screen

- The Insurance screen is used to input the insurance information that the employee chooses.
EINS – Insurance Screen

PPPEINS0-E1625  EDB Entry/Update  05/11/11 14:35:21
05/11/11 22:13:53  Insurance Enrollment  Userid:PPGF0
ID:123456789  Name:POLO,MARCO  Emp Stat:A
Pay:BW  Pri
Assigned BELI:5  Derived BELI:6  Effective Date:100607
BELI Status Qualifiers:  Primary:  Date:  Secondary:  Date:
CURRENT ENROLLMENTS
Plan  Cov Eff Date  End Date  Opt Out  BRSC
Medical
Dental
Vision
Legal
Future Enrollment Pending:NO

EINS:
Code as you would for any hire.
If the NRA is working and living out of the US, call
CHR for plan choice

AD&D  Pay:BW
Disability Wait Per:
Salary Base:
Supplemental Life:
Salary Base:
Dependent Life Plan:
Basic Life  Salary Base:
Insurance Reduction Code :
Next Func:  ID:  Name:  SSN:
EDEP: Dependent Data

- The dependent data screen is used to identify eligible dependents for enrollment in the postdoctoral scholar benefits plan.
- Include name, relationship, gender, SSN/ITIN and date of birth for each eligible dependent.
EDEP: Dependent Data

<table>
<thead>
<tr>
<th>PPEDEP0-E1595</th>
<th>EDB Entry/Update</th>
<th>05/11/11 14:36:36</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/11/11 22:13:53</td>
<td>Dependent Data</td>
<td>Userid:PPGF0</td>
</tr>
<tr>
<td>ID:123456789</td>
<td>Name:POLO,MARCO</td>
<td>Emp Stat:A Pri Pay:BW</td>
</tr>
</tbody>
</table>

Dependent Name

Deenrol | Birth | Coverage Effective/End Dates
NO | Relationship | Sex SSN | CTL Date | Medical Dental Vision Legal

**EDEP:**

Code as you would for any hire.

If the NRA is working and living out of the US, call CHR for plan choice and coding of dependents.
Postdoctoral Scholar Benefits Plan

- Became effective 1/1/2005.
- Department to pick up costs of benefits.
- All post doc appointments will be entered on EDB. The titles are 3252, 3253, 3254.
- The value that UC contributes is imputed income.
- There is a tax impact on NRAs.
Postdoctoral Scholar Benefits affect on Screens

ETAX Screen
• Tax treaty information must first be reviewed by the central payroll office.
• For the 3253 appointees, a GLACIER and tax treaty packet, if applicable, must be submitted with the award transmittal to the Graduate Division.

EAPT Screen
• 3252 – Set up an you would for any employee (REG)
  ▪ 3253/54 titles - Set up with a with-out salary appointment (PDW DOS code).

EPER Screen
• The benefits eligibility indicator (BELI) code for titles 3252 – 54 is “P.”
• The employee relations code is “E” and translates into “All others – not confidential.”

Questions:
Contact
(310)825-0636
Record Maintenance

**Departments Responsibilities**

- Refer all employment related GLACIER questions to Payroll Services
- Send any GLACIER forms received by department to Payroll Services in a very timely manner
- Re-verify work authorization prior to expiration date on EDB
- Complete and submit an I-9 Form to Payroll Services when required
- Process Separation Bundle for employees whose employment has ended. Do not let EDB do this.

**Payroll Services**

- Notifies employees to update GLACIER when immigration information expires.
- Notifies employees regarding FICA eligibility and changes in tax residency
- Keeps EDB up to date
PAYROLL REPORTS
The following monthly reports can be found on Document Direct:

- PPS745 List Of Employees With Expired Visa
- PRS6203 List Of Employees With Visa/work Permit Expiring Within Next 4 Months
- PPP5831 UC W-8BEN RENEWAL
- PPP6201 Personnel Status Report

These reports provide the department with information regarding expiration of work permits, visa status, and tax residency for employees who are not citizens of the US.

Department must review these reports to ensure their employees are in compliance with USCIS employment eligibility regulations. To maintain employment eligibility, an employee with temporary work authorization should apply for new work authorization at least **120 days** before the current expiration date.

These reports can be viewed on a monthly basis on RDS or Document Direct.

The Document Direct Website is: [http://ais.ucla.edu](http://ais.ucla.edu)
REPORT PRS745

This report reflects work authorization.
- May be an indication that employee is out of status
- All penalties levied become responsibilities of department

<table>
<thead>
<tr>
<th><strong>EMPELOYEE NAME</strong></th>
<th><strong>EMPL-ID</strong></th>
<th><strong>COUNTRY CODE</strong></th>
<th><strong>CITIZEN CODE</strong></th>
<th><strong>VISA CODE</strong></th>
<th><strong>VISA END DATE</strong></th>
<th><strong>STAT CODE</strong></th>
<th><strong>APPT NO</strong></th>
<th><strong>APPT END DATE</strong></th>
<th><strong>MRT CD</strong></th>
<th><strong>WTH CD</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAZ, LORENZO</td>
<td>253001474</td>
<td>SP</td>
<td>R</td>
<td>H1</td>
<td>05/03/11</td>
<td>A</td>
<td>30</td>
<td>12/03/11</td>
<td>M</td>
<td>2</td>
</tr>
<tr>
<td>JONES, DEE</td>
<td>002470002</td>
<td>CA</td>
<td>A</td>
<td>J1</td>
<td>05/08/11</td>
<td>A</td>
<td>10</td>
<td>04/30/12</td>
<td>S</td>
<td>1</td>
</tr>
<tr>
<td>ZHANG, YU</td>
<td>236987854</td>
<td>CH</td>
<td>N</td>
<td>J1</td>
<td>05/04/11</td>
<td>A</td>
<td>10</td>
<td>12/30/11</td>
<td>S</td>
<td>1</td>
</tr>
<tr>
<td>FRANK, SUSAN</td>
<td>402553756</td>
<td>CA</td>
<td>N</td>
<td>J2</td>
<td>05/01/11</td>
<td>A</td>
<td>30</td>
<td>06/25/12</td>
<td>S</td>
<td>0</td>
</tr>
</tbody>
</table>
This report reflects work authorization that will expire in the next 4 months. Again, **departments need to review on a monthly basis (Document Direct)** to ensure that there are no employees working without proper authorization.

### Heads up notice to extend work authorization

<table>
<thead>
<tr>
<th>EMP ID</th>
<th><strong>EMPLOYEE NAME</strong></th>
<th>DEPT</th>
<th>NO</th>
<th>CODE</th>
<th><strong>JOB TITLE</strong></th>
<th>BEGIN</th>
<th>END</th>
<th>PCT</th>
<th>TYPE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>000551813</td>
<td>B. ACCOUNTING</td>
<td>A</td>
<td>03</td>
<td>10</td>
<td>9605</td>
<td>LAB ASST I</td>
<td>06/01/08</td>
<td>9/20/11</td>
<td>100</td>
<td>H1</td>
</tr>
<tr>
<td>000961321</td>
<td>C. CONTRACTS</td>
<td>A</td>
<td>03</td>
<td>40</td>
<td>2070</td>
<td>CLIN INSTR</td>
<td>07/14/08</td>
<td>7/13/12</td>
<td>100</td>
<td>F1</td>
</tr>
<tr>
<td>990053756</td>
<td>D. DIVIDENDS</td>
<td>A</td>
<td>03</td>
<td>30</td>
<td>7277</td>
<td>PROGRAMMER</td>
<td>10/08/07</td>
<td>12/31/11</td>
<td>100</td>
<td>J1</td>
</tr>
</tbody>
</table>
The Personnel Status Report derived from information on EDB for each employee record. The purpose of this report is to provide information to departments concerning the status of their employees. The work permits expiration date will be indicated on this report when appropriate. Departments should take action to insure that their employees are not working with expired work authorization. As mentioned earlier, these actions may include applying for visa extensions or deleting appointments. This report is sent out by Human Resources.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>ID NUMBER</th>
<th>APPT NO</th>
<th>JOB TITLE</th>
<th>APPT DATE</th>
<th>WORK PERMIT DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXXXX</td>
<td>803000000</td>
<td>31</td>
<td>GRAD STUD RES</td>
<td>05/11/11-7/11/11</td>
<td>REG .00</td>
</tr>
<tr>
<td>XXXXXXXX</td>
<td>000000000</td>
<td>A</td>
<td>3276</td>
<td>05/11/11</td>
<td>06/30/11</td>
</tr>
<tr>
<td>XXXXXXXX</td>
<td>111111112</td>
<td>A</td>
<td>31</td>
<td>07/10/09</td>
<td>11/10/11</td>
</tr>
<tr>
<td>XXXXXXXX</td>
<td>111113333</td>
<td>A</td>
<td>30</td>
<td>07/10/08</td>
<td>11/10/12</td>
</tr>
</tbody>
</table>

Bad !!!!
This report shows information pertaining to work authorization (expiring in the next 4 months) for employees who are neither citizens nor lawful permanent residents.

Available through Document Direct

<table>
<thead>
<tr>
<th>EMPLOYEE ID #</th>
<th>HD #</th>
<th>CTZN/VIS</th>
<th>CNTRY</th>
<th>DATE OF EMPLOY</th>
<th>WORK PERMIT END DATE</th>
<th>STD</th>
<th>RET/FIC</th>
<th>RET/FIC US DATE</th>
<th>UC W-8BEN EMPLOYEE NAME</th>
<th>HD NAME</th>
<th>CODE</th>
<th>RES</th>
<th>OF EMPLOY</th>
<th>END DATE</th>
<th>CODE</th>
<th>DER CODE</th>
<th>OF ENTRY</th>
<th>STAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>101010101</td>
<td>016000</td>
<td>R</td>
<td>HK</td>
<td>04/01/03</td>
<td>01/30/09</td>
<td>3</td>
<td>N/N</td>
<td>Y</td>
<td>PAYROLL, A.</td>
<td>ELEC. ENGR</td>
<td>F1</td>
<td></td>
<td></td>
<td>06/28/01</td>
<td>10/31/07</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>002551863</td>
<td>016000</td>
<td>F</td>
<td>CH</td>
<td>07/07/07</td>
<td>12/30/12</td>
<td>1</td>
<td>U/E</td>
<td>Y</td>
<td>FOREIGN, INDIV</td>
<td>ELEC. ENGR</td>
<td>JI</td>
<td></td>
<td></td>
<td>07/01/07</td>
<td>05/06/08</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>700961321</td>
<td>016000</td>
<td>R</td>
<td>CH</td>
<td>12/15/05</td>
<td>12/15/08</td>
<td>1</td>
<td>U/E</td>
<td>Y</td>
<td>VISITOR, IMPT</td>
<td>ELEC. ENGR</td>
<td>H1</td>
<td></td>
<td></td>
<td>12/01/05</td>
<td>08/28/08</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>402553756</td>
<td>016000</td>
<td>R</td>
<td>RF</td>
<td>09/29/99</td>
<td>02/23/09</td>
<td>1</td>
<td>N/N</td>
<td>Y</td>
<td>SMART, A REAL</td>
<td>ELEC. ENGR</td>
<td>RF</td>
<td></td>
<td></td>
<td>04/23/01</td>
<td>A</td>
<td>A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Work permit date required on F1 students.

NOTE: US entry date and Country of Resident are not required on RF.
This report shows information pertaining to work authorization (expiring in the next 4 months) for employees who are neither citizens nor lawful permanent residents.

Available through Document Direct

<table>
<thead>
<tr>
<th>EMPLOYEE ID #</th>
<th>HD #</th>
<th>CTZN/VIS</th>
<th>CNTRY</th>
<th>DATE OF EMPLOY</th>
<th>WORK PERMIT END DATE</th>
<th>STD</th>
<th>RET/FIC</th>
<th>RET/FIC</th>
<th>US DATE OF ENTRY</th>
<th>UC W-8BEN DATE</th>
<th>EMPLOYEE NAME</th>
<th>HD NAME</th>
<th>CODE</th>
<th>RES</th>
<th>STAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>101010101</td>
<td>016000</td>
<td>R</td>
<td>HK</td>
<td>04/01/03</td>
<td>01/30/09</td>
<td>3</td>
<td>N/N</td>
<td>N/N</td>
<td>06/28/01</td>
<td>10/31/07</td>
<td>PAYROLL, A.</td>
<td>ELEC. ENGR</td>
<td>F1</td>
<td>CH</td>
<td>Y</td>
</tr>
<tr>
<td>002551863</td>
<td>016000</td>
<td>F</td>
<td>CH</td>
<td>07/07/07</td>
<td>12/30/12</td>
<td>1</td>
<td>U/E</td>
<td>Y</td>
<td>07/01/07</td>
<td>05/06/08</td>
<td>FOREIGN, INDIV</td>
<td>ELEC. ENGR</td>
<td>JI</td>
<td>CH</td>
<td>Y</td>
</tr>
<tr>
<td>700961321</td>
<td>016000</td>
<td>R</td>
<td>CH</td>
<td>12/15/05</td>
<td>12/15/08</td>
<td>1</td>
<td>U/E</td>
<td>Y</td>
<td>12/01/05</td>
<td>08/28/08</td>
<td>VISITOR, IMPT</td>
<td>ELEC. ENGR</td>
<td>H1</td>
<td>CH</td>
<td>Y</td>
</tr>
<tr>
<td>402553756</td>
<td>016000</td>
<td>R</td>
<td>RF</td>
<td>09/29/99</td>
<td>02/23/09</td>
<td>1</td>
<td>N/N</td>
<td>Y</td>
<td>04/23/01</td>
<td></td>
<td>SMART, A REAL</td>
<td>ELEC. ENGR</td>
<td>RF</td>
<td>CH</td>
<td>Y</td>
</tr>
</tbody>
</table>

NOTE: Work permit date required on F1 students.

NOTE: US entry date and Country of Resident are not required on RF.
**REVERIFYING EMPLOYMENT AUTHORIZATION & CODING**

Departments should re-verify eligibility to work with I-9 guidelines.

**When Work Authorization Has Been Extended**

1. Complete Section 3 of an I-9 form and follow I-9 procedures.
2. Update the Work Permit End Date field on the EALN screen. Be sure to notify Oksana Haehn and Michael Ruan on the PAN transaction.
3. Instruct employee to update their GLACIER record.

<table>
<thead>
<tr>
<th>PPEALN0-E1379</th>
<th>EDB Entry/Update</th>
<th>03/09/0913:56:51</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/08/0822:13:53</td>
<td>Alien Information</td>
<td>Userid:PPGF0</td>
</tr>
<tr>
<td>ID:123456789</td>
<td>Name: POLO, MARCO</td>
<td>Emp Stat:A Pri Pay:BW</td>
</tr>
</tbody>
</table>

**Citizenship:** N  
**Country of Residence:** CA  
**U.S. Date of Entry:** 092007

**Visa Type:** F1  
**Work Permit End Date:** 03/17/10 → 03/16/09

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Article Number:</td>
<td>Retirement System Code:N</td>
</tr>
<tr>
<td>End Date</td>
<td>FICA Eligibility Code:N</td>
</tr>
<tr>
<td>Income Limit</td>
<td>Ret FICA Derive:Y</td>
</tr>
</tbody>
</table>

**Federal Tax Marital Status:** S  
**Maximum Withholding:** 999  
**Addl Fed Nonres Alien Tax:**  
**Calif. Tax Marital Status:** S  
**Maximum Withholding:** 999  
**Non-UC Health Exp:**  
**Next Func:**  
**ID:**  
**Name:**  
**SSN:**
REVERIFYING EMPLOYMENT AUTHORIZATION & CODING

When An Alien Changes Visa Status
2. Update the visa type and/or work permit field(s) on the EALN screen. Be sure to include Oksana Haehn and Michael Ruan on the PAN transaction.
3. Instruct employee to update their GLACIER record ASAP.

PPEALN0-E1379       EDB Entry/Update       03/09/0913:56:51
03/08/0822:13:53    Alien Information     Userid:PPGF0
ID:123456789        Name: POLO, MARCO     Emp Stat:A     Pri Pay:BW

Citizenship: N R  Country of Residence: CA  U.S. Date of Entry: 092007
Visa Type :F1 H1  Work Permit End Date: 031709 → 031711

Tax Treaty Income Code:  Alt Tax Treaty Income Code:
  Article Number:  Retirement System Code:N → U
  End Date :  FICA Eligibility Code:N → E
  Income Limit :  Ret FICA Derive:Y

Federal Tax Marital Status:S  Allowances:001
Maximum Withholding:999  Additional Fed Withholding:
Addl Fed Nonres Alien Tax :
Calif. Tax Marital Status:S  Allowances:001 Itemized Deductions: 0
Maximum Withholding:999  Additional CA Withholding :
Non-UC Health Exp :  Non-Resident Alien Tax Form Indicator:
Next Func: ID: Name: SSN:
REVERIFYING EMPLOYMENT AUTHORIZATION & CODING

When An Alien Changes Status to a Permanent Resident

1. Complete section 3 of an I-9 form and follow I-9 procedures
2. Update the following EALN screen fields and include Oksana Haehn and Michael Ruan on the PAN transaction
   1. Visa Type to PR
   2. Delete Work Permit End Date
   3. Delete the Country Code
   4. Delete US date of entry
   5. Update the Citizenship Code to R
3. Review the Retirement/FICA Codes to ensure they are correct

PPEALN0-E1379  EDB Entry/Update  03/09/09  13:56:51
03/08/0822:13:53  Alien Information  Userid:PPGF0
ID:123456789  Name: POLO, MARCO  Emp Stat:A  Pri Pay:BW

Citizenship: N → R  Country of Residence: CA  U.S. Date of Entry: 092007
Visa Type : F1 → PR  Work Permit End Date: 031709
Tax Treaty Income Code :  Alt Tax Treaty Income Code:  
Article Number: Retirement System Code:N → U  
End Date : FICA Eligibility Code:N → E  
Income Limit : Ret FICA Derive:Y

Federal Tax Marital Status: S  Allowances:001
Maximum Withholding:999  Additional Fed Withholding:
Addl Fed Nonres Alien Tax : .00
Calif. Tax Marital Status:S  Allowances:001 Itemized Deductions: 0
Maximum Withholding:999  Additional CA Withholding:
Non-UC Health Exp : Non-Resident Alien Tax Form Indicator:
Next Func:  ID:  Name:  SSN:
REVERIFYING EMPLOYMENT AUTHORIZATION

When a Foreign National Becomes A Citizen:
1. Have the employee sign an Oath of Allegiance. Enter the date the individual signed the Oath Agreement on the EPD2 screen
2. Delete information from the following EALN screen fields
   - Visa Type
   - Delete Work Permit End Date
   - Delete the Country Code
3. Update the Citizenship Code to C and include Oksana Haehn and Michael Ruan on the pan transaction
4. Determine if the Retirement/FICA Codes are still appropriate
5. Forward a new I-9 and Oath to Payroll Services

PPEALN0-E1379      EDB Entry/Update  03/09/09 13:56:51
03/08/0822:13:53    Alien Information  Userid:PPGF0
ID:123456789        Name: POLO, MARCO  Emp Stat:A  Pri Pay:BW

Citizenship: N  C  Country of Residence: CA  *  U.S. Date of Entry: 092007 *
Visa Type : F1  *  Work Permit End Date: 031709  *
Tax Treaty Income Code :  Alt Tax Treaty Income Code: 
   Article Number:  Retirement System Code: N  U
   End Date :  FICA Eligibility Code: N  E
   Income Limit :  Ret FICA Derive: Y

Federal Tax Marital Status: S  Allowances: 001
Maximum Withholding: 999  Additional Fed Withholding: 
Addl Fed Nonres Alien Tax : .00
Calif. Tax Marital Status: S  Allowances: 001 Itemized Deductions: 0
Maximum Withholding: 999  Additional CA Withholding:
Non-UC Health Exp :  Non-Resident Alien Tax Form Indicator: Next Func: ID:
Name:  SSN:
SPECIAL PROCESSES: RENEWAL OF EXEMPTION CLAIMS

• This is an Annual IRS requirement that is stated on the W-4 Form

• A W-4 claiming exemption from income tax withholdings (998) is valid for only one calendar year.

• To continue to be exempt, a new W-4 must be filed with the department or re-keyed online.

• Deadlines to re-file are subject to payroll process cutoffs. Normally this is in early February.

• Process includes:
  • Notification of employee by department
  • Employee to submit new W-4 to department for re-keying or employee refreshing information online.

• Helpful Hints:
  • Departments should keep copy of W-4’s
  • Departments need to re-key information for exempt status to take effect.
REFERENCES

- Accounting Policies
  - Business and Finance Bulletin 77
  - T-182-27 Federal Taxation of aliens

- Regulations
  - Immigration Code
  - Internal Revenue Code 1441
What some EDB values mean

Federal or State Allowances:

999: Federal field only. Indicates employee is (1) a non-resident of the US who lives and works outside the US and is exempt from income tax and income tax reporting. Citizenship code is E or F or (2) the employee is exempt due to a tax treaty. Citizenship code is E or F

998: Federal or State field. Indicates employee has chosen exempt from income tax withholding because the employee claimed exempt on the W-4 (must re-file each calendar year).

997: State field only. Indicates employee is non-resident of California who lives AND works outside the state of California and therefore is claiming exempt from California income taxes. The employee may be subject to taxes in their state of tax residence.

FICA Codes - Depends on duration of appointment, % of appointment, visa status, and number of enrolled units.

E = Required participation in FICA;
M = Required participation in Medicare portion of FICA only;
N = Not required to participation in FICA.
Thank you for attending!